

# MOBILE COUNTY COMMISSION

205 Government Street  
Mobile, Alabama 36644  
PO BOX 1443  
Mobile, AL 36633

BID INVITATION

NO. 119-12

SEPTEMBER 7, 2012

In accordance with General Act No. 217, Special Session 1967, notice is hereby given that the Mobile County Commission, Mobile, Alabama, will receive bids on the following items

**ANNUAL SCANNING/CONVERTING RECORDS TO MICROFILM FOR MOBILE COUNTY REVENUE COMMISSION AS PER ATTACHED SPECIFICATIONS:**

**NOTE: PRICES MUST REMAIN FIRM FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2013.**

Any questions or comments concerning the bid requirements must be brought to the attention of the Purchasing Agent, Susan Holland, 251-574-8613, 205 Government Street, 8<sup>th</sup> floor south tower, Mobile, Alabama 36644, to or at bid opening or will be forever waived.

All bidders shall furnish a five percent (5%) bid bond on any contract exceeding \$15,000: provided, that bonding is available for services, equipment or materials.

Out of State Corporations shall furnish a Certificate of Authority to transact business in the State of Alabama. Out of State limited liability companies shall provide proof of registration to transact business in this state. Alabama law requires that a successful bidder, if it has employees in the State of Alabama, provide proof of enrollment in E-Verify prior to the award of a contract. (See enclosed notice which must be completed, signed and returned with your bid.)

If applicable to a contract resulting from this invitation, the successful bidder must comply with the Contractor Felony Investigation Policy, available in the Purchasing Department or at mobilecountyal.gov.

This inquiry is to establish a price and a source of supply for the above listed items by Mobile County Commission and the incorporated areas therein. Purchases by political subdivisions are optional with those agencies.

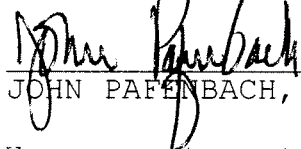
**THE MOBILE COUNTY COMMISSION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, AGE, SEX, NATIONAL ORIGIN, RELIGION, OR DISABILITIES.**

F.O.B. Mobile DATE OF DELIVERY \_\_\_\_\_ TERMS \_\_\_\_\_ You are invited to bid on the above specifications. The restrictions contained herein are for the purpose of fixing a quality level, and any deviation therefrom must, in detail establish that it meets the quality requirements.

**BIDS WILL BE RECEIVED UNTIL 10:00 A.M. September 26, 2012**

**ALL BIDS MUST BE SEALED, THE WORD "BID", THE BID NUMBER AND THE NAME OF THE ITEM MARKED ON THE OUTSIDE OF THE ENVELOPE. BIDS WILL BE RECEIVED BY THE RECEPTIONIST IN THE OFFICE OF THE COUNTY COMMISSION ADMINISTRATOR, 205 GOVERNMENT STREET ON THE EIGHTH FLOOR OF THE MOBILE COUNTY GOVERNMENT PLAZA. FAILURE TO OBSERVE THE ABOVE INSTRUCTIONS WILL CONSTITUTE GROUNDS FOR REJECTION OF YOUR BID. THE COMMISSION RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.**

MOBILE COUNTY COMMISSION



JOHN PAFENBACH, COUNTY ADMINISTRATOR

We propose to meet the above specifications for the sum

of \$ SEE ATTACHED LIST.

Delivery can be made in \_\_\_\_\_ days from receipt of award.

RESPECTFULLY

BY \_\_\_\_\_

**IMPORTANT**

THIS DOCUMENT MUST BE COMPLETED, SIGNED AND RETURNED  
WITH YOUR BID

As a condition for the award of a competitively bid contract to a company having one or more employees in the State of Alabama, the Beason-Hammon Alabama Taxpayer Citizenship and Protection Act, codified at Section 31-13-1, et seq., Code of Alabama (1975), as amended, requires that the company provide, in advance, proof of enrollment in E-Verify. E-Verify is an internet based system operated by the U.S. Department of Homeland Security, which may be used to determine the eligibility of new hires to work in the United States. Further information about enrollment in E-Verify may be found at [www.uscis.gov/everify](http://www.uscis.gov/everify) and [www.Verify.Alabama.gov](http://www.Verify.Alabama.gov).

As proof of enrollment in E-Verify, Mobile County requires a copy of the electronically signed signature page of the contractor's Memorandum of Understanding with the U.S. Department of Homeland Security or Alabama Department of Homeland Security (contractors having fewer than 25 employees may enroll in E-Verify through the state Department of Homeland Security).

Please complete the following and return with your bid:

\_\_\_\_\_  
the State of Alabama

Or

\_\_\_\_\_ (company name) is enrolled in E-Verify and a copy of the electronically signed signature page of the company's Memorandum of Understanding is attached.

Date	Signature	Title
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SAMPLE

# E-Verify



Company ID Number: 477783

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer: Mobile County Commission

Connie Hudson

Name (Please Type or Print)

Title

Electronically Signed

Signature

12/21/2011

Date

Department of Homeland Security – Verification Division

USCIS Verification Division

Name (Please Type or Print)

Title

Electronically Signed

Signature

12/21/2011

Date

## Information Required for the E-Verify Program

### Information relating to your Company:

Company Name: Mobile County Commission

Company Facility Address: 205 Government Street

8th Floor South Tower

Mobile, AL 36644

Company Alternate

Address:

County or Parish: MOBILE

Employer Identification

Number: 636001644

**MOBILE COUNTY COMMISSION**

**BID FORM**

*Date:* \_\_\_\_\_

*BID #119-12*

*ANNUAL SCANNING/CONVERTING RECORDS TO MICROFILM FOR MOBILE COUNTY  
REVENUE COMMISSION:*

**Company** \_\_\_\_\_

**Company Representative** \_\_\_\_\_  
(Print)

**Company Representative** \_\_\_\_\_  
(Signature)

**Address** \_\_\_\_\_

\_\_\_\_\_

**Phone number (    )** \_\_\_\_\_ **Fax number (    )** \_\_\_\_\_

**Federal ID Number** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Company Web Address** \_\_\_\_\_

## MOBILE COUNTY REVENUE COMMISSION

### **BID SPECIFICATIONS FOR SCANNING/CONVERTING RECORDS TO MICROFILM**

1. Overview of Service:

The Mobile County Revenue Commission is seeking a qualified vendor for the purpose of scanning and indexing property records cards and attachments. Once captured, vendor will convert electronically the images and permanently archive to microfilm using laser based digital image writer technology. Vendor must currently possess the necessary equipment, software, and facilities to perform this contract and be ready to immediately begin processing upon award of the contract. Vendor shall be sole party performing the service stated herein, and shall not use third parties or subcontract any part of this work.

In preparation of documents, vendor will pickup documents, remove all staples, paperclips, etc., repair torn pages, and remove all attachments. All electronic documents are to be in G4-TIFF format, and indexed per requirements. Output will be formatted per County requirements.

Vendor will provide at no charge software, which will allow search, print, export, and retrieval of all images and data. Vendor will also provide and store a vault copy of all scanned images and data.

Vendor shall produce to Kodak 16mm x 30.5m (catalog 1534601) or equivalent archival quality film which must meet ANSI standards. Vendor must utilize a 24x to 70x reduction ratio, and scale images to best fit 16mm film. Mixed images and reductions must reside on the same roll of film.

Vendor shall produce from scanned images: One (1) original roll of microfilm on 100-foot roll.

Vendor will provide computer index of all filmed records. All rolls will contain header and trailer resolution sheets and appropriate begin and end of roll sheets. All images will be blipped and each frame sequentially numbered.

The Mobile County Revenue Commission reserves all rights to accept and/or reject any or all components from this bid. The Revenue Commission further reserves the right to monitor and evaluate services provided herein and may, at its sole option; discontinue such services as the best interest of the Revenue Commission may appear.

Vendor agrees that Mobile County will be charged no more for item(s) bid than the State of Alabama, and in the event of a price reduction on any undelivered portion of contract, such will be credited to Mobile County.

2.     Pricing:

The pricing must remain effective for the duration of the contract, including any additional records that may be generated.

3.     Pickup/Delivery:

Vendor shall be responsible for picking up of all documents and for returning all media generated to the Revenue Commission Office, 3925 Michael Blvd., Suite G, and Mobile, Alabama 36609.

4.     Tax:

Mobile County is exempt from all tax. This statement in no way is to be construed as relieving a seller or contractor from paying any tax assessed to it as a seller or contractor.

5.     Evaluation:

If requested by the Revenue Commission, bidder shall deliver sufficient information on the service on which it has bid to the Revenue Commissioner for evaluation within one week of bid opening.

6.     Guarantee/Conditions of Bid:

Vendor certifies by bidding, that it is fully aware of the conditions of service and purpose for which item(s) included in this bid are being purchased, and that its offering will meet these requirements of service and purpose to the satisfaction of the Revenue Commissioner. Pricing of service to be provided shall be guaranteed for a minimum of three years by the vendor. Vendor shall not retain any documents, images, film, data, and etc. for record purposes or distribute, sell or otherwise make available to public or private parties, such records, copies, etc., without the express written permission of the Revenue Commissioner.

7.     Time of Performance:

Services to be provided shall commence upon execution of this Contract, and will continue for a period of one year, and may be extended two years in one year increments upon the written mutual agreement of both parties.

8.     Inquiries:

Further information regarding this bid may be obtained by contacting:  
Glen Ford, Revenue Commission Administrator  
P.O. Drawer 1169, Mobile, Alabama 36633-1169  
Telephone: 251-574-5527   Email: [gford@mobile-propertytax.com](mailto:gford@mobile-propertytax.com)